

# Request for Pay-Off Figure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Lender's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the pay-off figure for my loan account #[Insert Account Number]. I am considering paying off the outstanding balance, and I would appreciate it if you could provide me with the total amount required to settle the loan, including any applicable fees or interest.

Please send the requested information at your earliest convenience. If you require any additional details to process this request, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]